Write a report about a national monument.

**Step One:** Get organized.

In your group, discuss which national monument you would like to write about. Decide on one. Then pick the image-editor, the background-writer and the fact-finder. Everyone needs a job.

*image-editor*--you will research appropriate images (at least three) to include with your report.

*background-writer*--you will research and write about the background of the national monument...who is it honoring, whose idea was it, why is it important today.

*fact-finder*--you will research and write about the facts. When was the monument built? Where is it located? What are the dimensions/materials/details about the monument? How many people visit it every year?

**Step two:**  Research your monument and take notes.

Do not copy sentences from your resource. Write down facts and phrases only. Read a section and then write the main idea of what you read...in your own words.

Some places to look: www.worldbookonline.com

www.proquestk-12.com

**Step two:** Write a rough draft. Type it in Word. Make sure you use spellcheck. Then paste it on the new page, click EDIT then paste then click SAVE.

**Step three:** Revise and edit.

All members are expected to revise and/or edit the report. You do this by reading the rough draft carefully. When you find something you'd like to change click EDIT, make your change, then click SAVE. Don't worry, the first version is still there is you decide to change back some parts of it.

**Step four:** Add images.

Any member of your team can edit and revise as many times as necessary. You will have a final group meeting in class before submitting final copy.